STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
JANUARY 26, 2000

ATTENDEES:

Bill Perkins, Chair	Steve Adams	Mike Backer
Joyce Backes	Brian Beckmann	Rich Bechwith
Mike Benzen	Christy Clark	Carolyn Cook
Lew Davison	Kay Dinolfo	Jeff Falter
Jan Grecian	Heather Grefrath	Jill Hansen
Gina Hodge	Ritchie Jenkins	Don Lloyd
Gary Lyndaker	Carl L. Medley, II	Rex Peterson
Jim Poole	Mike Prenger	Jim Roggero
Betty Rottmann	Jim Schutt	Larry Seneker
Don Slinkard	Joe Stevenson	Tom Stokes
Mike Wankum	Debbie Wells	Ron Welschmeyer
Tony Wening	Chris Wilkerson	Mary Willingham
Lanny Wingate		

Bill Perkins opened the meeting at 8:30 a.m.

PRESENTATION

1.   VPN Presentation

Lanny Wingate introduced Mike Prenger of OA Telecommunications who would be giving the presentation on VPN. Mike stated the contract has been awarded to GTE Internetworking. The group coordinated with the State Data Center to ensure the bid met their requirements, as this would also satisfy the needs of the other state agencies. Details on cost and services were provided in the presentation. Mike agreed to email a copy of the presentation to Carolyn for distribution to the ITAB.

ACTION REQUIRED: Mike will email a copy of the presentation to Carolyn for distribution to the ITAB.

ACTION ITEMS

1.   Approval of Minutes

Bill asked if there were any additions, deletions or changes to the minutes of the last meeting; clarifications were added on two areas. The meeting minutes from December 22, 1999, were approved, as amended.

GENERAL BUSINESS

1.   Strategic Plan

Mike Benzen provided copies of the draft of the IT Strategic Plan for the group to review. There were no recommended changes to the document. The IT Strategic Plan was approved as written.

2.   CIO Update

Mike Benzen distributed the final Year 2000 Report to the group. He also discussed the bill relating to E-Government that was introduced three years ago and then tabled. There will be more coming on this item this Spring.

3.   IT Performance Measures Update

Jim Roggero stated this committee had met and reviewed its charter, mission, goals and objectives. They plan to present these at the next ITAB Meeting.

4.   Project Management Update

Tom Stokes stated the Project Management Steering Committee is updating their policies. They discussed suggested improvements in the communications area. A new steering committee is being formed to begin the process of creating a local chapter.

5.   SAM II Update

Jim Schutt stated he had been asked to discuss future releases/versions. There are two releases scheduled for February and May. Currently a two week notice is given to the agencies for downloading the releases and putting them into production. After discussing, the group requested that the agency contacts be notified four weeks in advance for all releases. Jim Roggero requested the IT Directors be copied on the notices. The notice will be forwarded to Mary in OIT for distribution to the ITAB members. Jim Schutt encouraged the IT Directors to be aware of who their contact was within their agency. Joyce Backes asked if the notification of the date changes for Phase II of SAM II was still scheduled for mid-February. Jim stated the announcement is scheduled to be given at the next Steering Committee meeting.

6.   Network Response Time/Performance Committee

Bill asked if the agencies believed that timing problems still existed. As there were no pervasive problems relating to timing, agencies were instructed to report any specific problems to the Help Desk. If the problems are not resolved, contact Jim Schutt. Appreciation was expressed to Rich Beckwith for the leadership provided on this committee.

    ACTION REQUIRED: Agencies to report any problems to the Help Desk. If not resolved, they are to contact Jim Schutt.

7.   Data Warehousing/Reports Committee

Betty Rottmann stated the HR Payroll Team had contacted them for a meeting to review their rollout plan. Their comments were incorporated into the plan. They have done a focus group with several agencies. Suggestions from these agencies were incorporated into their plan prior to the presentation to the Steering Committee. She stressed the importance of the agencies getting involved now to avert future problems with the transition. This committee has defined three statewide reports from the list provided by the agencies. One is a Commitment Accounting Report, which includes 30 different iterations. The first cut of this report was delivered to some agencies yesterday for the month of December. The other agencies should receive their copies within one week. The Revenue Report and the Vendor Name Listing will follow in February. The committee has requested a single point at each agency to receive the reports. The remaining reports on the listing will be reviewed at future meetings. Data warehouse training is scheduled for the 7th. Anyone interested in attending should R.S.V.P. to the SAM II Reports email ID. The committee is attempting to complete this process by the end of March. Bill expressed appreciation to Betty for all her efforts on this committee. Betty agreed to chair this committee for the implementation of the HR phase. Jim Roggero agreed to assist her with this committee.

>ACTION REQUIRED: Betty Rottmann will chair this committee for the next phase of implementation; Jim Roggero will assist with the committee.

8.   Architectural Standards Update

Larry Seneker stated a META representative had given a demonstration on architectural standards. The committee is meeting today. They plan to give a recommendation in a couple months.

9.   Prime Vendor Update

Carl Medley stated this group was continuing with the development of an RFP committee. Notification of this committee was emailed to the FMAC Committee members last week. He will forward this letter to the ITAB members this week. Weekly planning meetings will be scheduled for this committee. Mike Benzen stated that a key to the rebid of the Prime Vendor Contract will be the quality of the machines and how this is specified. Concerns are being voiced regarding a vendor that is assembling machines with parts from the Orient and selling them. A bill is being introduced to the Legislature to allow vendors to operate in this matter. Originally, there was no benchmark for evaluating the quality of machines. Those present indicated that quality is very important when purchasing computer equipment. Jim Schutt made the motion that the Prime Vendor Contract have the same Gartner Tier 1/Tier 2 specifications that currently exist in the contract; Jim Roggero seconded the motion, stating the ITAB should go on record as setting the standard for the state. Joyce Backes stated that justifications should be noted for this requirement. The motion was approved. The Gartner Tier 1 list is not public information and must be purchased. The cost for this information was not known. Carl requested assistance in obtaining this information. The RFP Committee will review the details and requirements to determine if the information should be purchased.

>ACTION REQUIRED: RFP Committee will review the requirements to determine if the Tier 1 information should be purchased.

10.   Computer Leasing Contract Update

The Division of Purchasing and Materials Management is researching some of the statutory and policy issues relating to leasing. They will determine whether leasing should be included in the Prime Vendor Contract or placed in a stand alone agreement. The options include a lease purchase in which the product is purchased at the end of the lease or a straight lease when the product is removed at the end of the lease.

11.   Internet/MOREnet Update

Tony Wening state that MOREnet now had over 1000 connections with the schools.
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12.   Internet Support and Service Update

There were no updates to be provided for this item.

13.   Statewide Purchasing Update

Larry Seneker stated that he hoped to report news to report on the consulting bid soon.

14.   Personnel Committee Update

Joyce Backes stated the subcommittee on classifications had met and decided to do a survey on the survey to determine the success of the new CIT classifications. She asked everyone to be watching for the survey. Larry Bonnot is chariring this subcommittee. They will also be reviewing the management classification this time.

15.   E-Government Committee Update

Bill Perkins reported that this committee has agreed to designate the first 30 minutes of their meetings for vendor demonstrations. NIC will provide a presentation in February; Tier Technologies will present in March.

16.   MOTEC Update

Joyce Backes stated this committee met and discussed whether training should be included in the Prime Vendor Contract. Rate structure costs were reviewed and will be discussed again at their next meeting. More information will be provided at the next meeting. They will plan to present at the May ITAB Meeting.

REPORT OF PLANNED/ACTIVE BIDS

There were no reports of planned or active bids.

REVIEW OF ACTION ITEMS

1.   Mike Prenger will email his presentation to Carolyn for dissemination to the ITAB members.
2.   Agencies are to report any problems to the Help Desk. If not resolved, they are to contact Jim Schutt.
3.   Betty Rottmann to continue chairing the Data Warehousing/Reports Committee for the next phase of SAM II; Jim Roggero will assist with the committee.
4.   RFP Committee to review the requirements to determine if the Tier 1 information should be purchased.

OPEN DISCUSSION

1.   Bill reminded everyone that Assistive Technology will be back at the April meeting. Kay Dinolfo is working Assistive Technology through the Digital Media Developers Group. Mike Benzen stated that he would like to see all areas cleaned up by April.

2.   Bill stated that he plans to have an updated list of the committees and subcommittees for discussion at the next meeting.

3.   Rex Peterson stated that he will be chairing a new committee on security. Anyone interested, should contact him.

4.   Jim Roggero stated that a State of Missouri Lotus Notes Day is scheduled for February 10th from 9:00 – 2:00 in Room 492 of the Truman Building. More information on this will be provided later.

NEXT MEETING

1.   The next ITAB Meeting is scheduled for Wednesday, February 23, 2000, at 8:30 a.m. in the Interpretive
        Center of the Kirkpatrick State Information Center.

BP/cc